



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10-24-78	1. Agency Address Georgia Ports Authority Administration Division Personnel Department Post Office Box 2406 Savannah, Georgia 31402	Application Number 78-252	
Application Number 38		Date Received OCT 27 1978	Date Completed NOV 28 1978
2. Person to Contact John J. Powers, Jr.		Working Title Personnel Manager	Telephone Number 964-1721, 283
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973	5. Records Series Title (followed by title used in office; if different) Weekly and Semi-Monthly Benefits Hours Registers		
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Responsible for the recruitment, training, job analysis and classification, and formulation and implementation of personnel programs and procedures.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Listing employees' benefits. Included are: computer printouts giving division number, employee's number, employee's social security number, benefits date, vacation taken, updated and left, sick leave taken, updated and left, and attendance bonus taken, updated and left on the books. File is arranged: Chronologically by printout, numerically by division on printout.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 12; Seven to twelve months old 8; Thirteen to twenty-four months old 5; twenty-five months and older 2?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers 1; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Payroll
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☒ Transfer to local holding area, hold 1 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. S. Stued</i>	10-24-78	<i>Carol Thompson J.P.</i>	10-25-78
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>[Signature]</i>	11-22-78
		Secretary of State/Designee <i>Carole Hart</i>	11-17-78
		Attorney General/Designee <i>[Signature]</i>	11-27-78